

PERSONNEL

Definitions

For the purpose of differentiating between various employees of the School Board the following definitions shall apply:

A. Employees of the Board

All employees are "Employees of the School Board," and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the School Division Superintendent.

1. Full-time

With the exception of Bus Drivers/Bus Assistants and Food Service employees, a full-time employee is defined as a School Board employee who is scheduled to routinely work thirty-five (35) hours or more per consecutive work-week and who fills one hundred (100) percent of a budgeted full-time equivalency position. Such employee's hours and work-day shall be specified by the Superintendent/designee. All newly hired Bus Drivers/Bus Assistants and Food Service employees who actually work twenty-five (25) hours or more per consecutive work week shall be considered to be full-time employees. Bus Drivers/Bus Assistants and Food Service employees hired prior to September 5, 2007, will be grandfathered in at the original rate of twenty (20) hours per week for Bus Drivers/Bus Assistants and fifteen (15) hours per week for Food Service Employees. Full-time employees shall be entitled to the full range of benefits provided by the School Board. ~~Refer to School Board Policy 4-37, as amended. VRS Plan 1 and Plan 2 employees are not entitled to benefits under the Virginia Local Disability Plan. VRS Hybrid employees are entitled to the benefits provided under the Virginia Local Disability Plan and are not entitled to the voluntary long term disability and group deferred compensation (457) plans.~~

2. Part-time

With the exception of Bus Drivers/Bus Assistants and Food Service employees, a part-time employee is defined as an employee who is scheduled to work less than thirty-five (35) hours per week and who fills less than 100 percent of a budgeted full-time equivalency position. Part-time employees may be entitled to School Board provided leave benefits on a pro-rated basis; however, an employee must fill fifty percent (50%) or more of an allocated position in order to be eligible for pro-rated leave benefits and other employee benefits. Part-time employees are eligible for certain retirement plans and employee benefit plans. Refer to School Board Policy Regulation 4-37, as amended. ~~Neither Virginia Retirement System nor group life insurance benefits shall be provided to part-time employees who fill less than fifty percent (50%) of an allocated position. However, all part time employees are eligible for the Employee Assistance Program, Tax Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.~~

B. Licensed Personnel

Licensed personnel shall include those employees who are required to have teaching licenses or other licensure from the Virginia Board of Education to perform the job to which they are currently assigned. For the purpose of this Policy, school psychologists, school social workers, and school counselors are included in this category.

C. Classified Personnel

Classified personnel shall include those employees designated in the Compensation Plan as approved by the School Board. Classified personnel are employees who perform clerical, instructional assistance, labor, and other support functions for the School Division.

D. Administrative Personnel

Administrative personnel shall be those employees designated in the Compensation Plan as approved by the School Board which include, but are not limited to, non-school-based instructional and non-instructional administrators,

principals, assistant principals, and instructional supervisors as that term is defined by the Virginia Board of Education Regulations.

E. Professional Personnel

Professional personnel shall be those employees designated in the Compensation Plan as approved by the School Board. This category includes but is not limited to, occupational therapists, physical therapists, psychologists, nurses, computer programming and systems analysts, and accountants.

F. Temporary Employee

A temporary employee is one who is employed for a specified purpose over a limited period of time and does not fill a budgeted full-time equivalency position, including those persons employed pursuant to a temporary employment agreement. All categories of substitutes are temporary employees. A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety (90) days in one school year. No license shall be required for substitute teachers employed to substitute for a contracted teacher, for a period of less than twenty (20) consecutive days. Long-term substitute teachers, defined as those substitutes teaching for more than twenty (20) consecutive days in the same position, shall hold or be eligible for a Virginia license. Employees who are regular full-time contracted personnel may also be employed in a temporary status, e.g., full-time contracted teachers may be temporarily employed as summer ~~school teachers~~school teachers or for one school year only. Temporary employees are not eligible for most benefits arising out of their service in this capacity unless such benefits are specifically designated in the temporary employment agreement or as outlined in School Board Policy Regulation 4-37, as amended as certain retirement plans and employee benefit plans are available to Temporary employees. ~~Temporary Employees are eligible for the Employee Assistance Program, Tax Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage as determined by the Employer Mandate of the Patient Protection and Affordable Care Act. Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary action. Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary action.~~

G. Probationary Employees

All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia ~~(as amended)~~, during the initial ~~eighteen~~ ^{twelve} (18~~2~~) months from the first day of employment or re-employment in a full-time position with the School Board are considered to be in a probationary status and shall have no right to access the grievance procedure in any matter regarding dismissal, probation or other disciplinary matter. ~~Probationary employees shall be entitled to meet with the Chief Human Resources Officers or designee as provided in School Board Policy 4-18 and School Board Regulation 4-18.1 (B)(2)(c)-(d); however, the provision of such meeting shall not be interpreted to mean that cause is required to dismiss a probationary employee. The School Board authorizes the Chief Human Resources Officer or designee to extend the probationary period up to an additional six months for:~~

- ~~1.—Documented performance reasons;~~
- ~~2.—If the employee is absent for an extended period of time (exceeding 14 consecutive calendar days); or~~
- ~~3.—If the employee moves to another position within the last 6 months of the 12-month probationary period.~~

~~The total probationary period shall not exceed 18 months.~~

Editor's Note

~~*See Also: School Board Policy 4-56 Licensed Personnel: Role of Professional Teaching Staff/Conditions of Employment*~~

~~*School Board Policy 4-75 Classified Personnel Conditions of Employment*~~

~~*School Board Regulation 4-90.1 Substitute Teachers*~~

~~*School Board Policy 4-92 Summer School Teachers Assignment and Placement*~~

Legal Reference

Code of Virginia §22.1-79, as amended. Powers and duties.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.

Related Links

[School Board Policy 4-37](#)

School Board [Policy 4-56](#)

School Board [Policy 4-75](#)

School Board [Regulation 4-90.1](#)

School Board [Policy 4-92](#)

[School Board Regulation 4-37](#)

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Scrivener's Amendments: August 16, 2013

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